



CITY OF COLLEGE STATION POLICE DEPARTMENT



Recruiting and Training Division Intern

COMPENSATION: **Unpaid**

DATES: ***Fall Session: August 2014 – December 2014***

HOURS: **(Flexible / Not to exceed 40 hours per week)**

JOB SUMMARY:

The Recruiting and Training Intern is a qualified undergraduate or graduate student (all majors welcome) with an interest in learning about the police department. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of law enforcement hiring and training from the perspective of the recruiting and training division.

The Recruiting and Training intern performs a variety of administrative and operational duties as developed and assigned by the division commander.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Filing, record keeping and other clerical duties
- Research other law-enforcement agencies recruiting efforts and methods
- Research other LE agencies policies and procedures related to training
- Assist in the conversion of division records from paper to electronic
- Assist in the development of updated inventory and scheduling methods
- Assist in the preparation of supplies and equipment for training
- Research "best practices" for recruiting and training
- Assist with Police Officer/Civilian hiring process

QUALIFICATIONS:

- Minimum basic level of computer knowledge to include Microsoft Word and Excel, Intermediate knowledge or higher preferred
- Ability to research specific information as requested
- Ability to work with a high degree of accuracy and attention to detail
- Skill in listening and communicating
- Positive and supportive attitude with people of all backgrounds and abilities
- Ability to pass a police background check
- Commitment to comply with confidentiality requirements and police policies
- Supportive of the mission of the College Station Police Department
- Normal physical abilities related to movement and lifting